

## Request for Quotations (RFQ)

RFQ Number: Abt. -2020-007

Issuance Date: October 07, 2020

Deadline for Offers: October 24, 2020

Description: Supply of Motorcycles

For: Bangladesh Nutrition Activity (BNA)

Funded By: United States Agency for International Development (USAID),  
Contract No. AID-388-18-CA-00005

Implemented By: Abt Associates Inc.

Point of Contact: [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com)

Abt. Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt. Associates expects suppliers to comply with our Standards of Business Conduct, available at <https://www.abtassociates.com>

Abt. Associates does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Abt. Associates are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt. Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Abt. Associates or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Abt. Associates prohibitions against fraud, bribery and kickbacks.

Please contact Ekramul Hossain F& A Director with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt. Associates US Office.

## **Section 1: Instructions to Offerors**

1. **Adherence to Instructions, Terms and Conditions:** Offerors are responsible for ensuring that their offers are received by Abt. in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration
2. **Offer Deadline and Protocol:** Offers must be received no later than 4.00PM local Dhaka time on October 24, 2020 by only email to [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com)

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Abt Associates Inc.

3. **Specifications:** Section 3 contains the specifications of the required items. All Motorcycles offered in response to this RFQ must be Brand new and unused. Offerors should note that prior to award, the successful offeror will be required to demonstrate Motorcycle.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only to provide a common reference point for all offerors in terms of specifications. Other brand names are acceptable provided they meet the salient technical specifications

4. **Quotations:** Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis, including delivery and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Although the quoted quantity is 18 motorcycles, please note that Abt Associates Inc. may orders additional 18 motorcycles. If this order for additional motorcycles is confirmed within 12 months of RFQ deadline, Abt. reserves the right to source directly from supplier awarded under this bid; provided the winning supplier confirms a price that does not exceed the original award price. If decision to proceed is made after 12 months, a new solicitation will be issued.

Offerors are requested to provide quotations on their official letterhead.

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license, TIN Number, Bank a/c information along with VAT Registration copy.

5. **Delivery:** The offeror shall deliver motorcycles in three (3) different locations e.g. Khulna, Patuakhali and Faridpur District HQ. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Bangladesh.

Offerors may not offer or supply any motorcycles that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and Syria.

7. **Warranty:** Warranty service and repair within the cooperating country is required for all motorcycle under this RFQ. In your offer, please advise the after sale service strategy, service location and any relevant after sale services related information. The warranty coverage must be valid on all Motorcycle for a minimum of twelve (12) months after delivery and acceptances, unless otherwise decided.
8. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, VAT and Tax will be deducted at source as per rules of Government of Bangladesh. Abt Associates Inc. will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
9. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt Associates Inc. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** Award will be made to the most advantageous offer; the following factors considered:
  - i. Compliance to technical specifications and RFQ instructions
  - ii. Price and cost related factors
  - iii. Delivery lead time
  - iv. Payment terms

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Abt. reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Abt Associates Inc. reserves the right to conduct any of the following:

- a. Negotiations with and/or request for best and final offer (BAFO) prior to award.

- b. Cancel this RFQ at any time. Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Bangladesh Nutrition Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.

**12. Evaluation and Award Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Abt Associates Inc. to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Abt Associates Inc. standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Abt. Associates Inc. standard payment terms are net 30 days after receipt and acceptance of Motorcycle. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (c) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

## **Section 2: Offer Checklist**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- ☐ Official quotation, including specifications of offered equipment (see Section 3 for example format)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)
- ☐ Minimum 60 days quote validity confirmed.
- ☐ Minimum 12 months warranty. Also advice after sale service location, contact details (name, phone number, etc.) and applicable services to be offered
- ☐ Country of origin/manufacture/assemble

### **Section 3: Specifications of Motor Cycle:**

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead

#### **Quotation Submission**

Seq #	Specifications	Country of origin	Quantity	Cost per Unit	Other cost (specify – eg delivery/freight/registration cost/ 2 Nos helmet & 2 Nos Raincoat)	Total Cost
1	110 cc, Single Cylinder, Petrol Engine, Weight up to 100 kg, Air Cooled, Four Stroke with 2 sets of Helmet and Raincoat		17			
	4 stroke single cylinder forced air-cooled, 100 cc, 6000 rpm, Automatic centrifugally operated, Weight 90 kg for ladies with 2 sets of Helmet and Raincoat		01			

**\*\*All prices must be in Bangladeshi Taka (BDT)\*\***

**Total Cost without VAT:**

**Advance Income Tax: (percentage)**

**VAT: (percentage and amount)**

**Total cost including AIT and VAT:**

**Registration Cost for 2 years (the offeror should include the Registration cost obviously not in Dhaka but in Faridpur + Khulna + Patuakhali):**

**Complete Registration process: \_\_\_\_\_ calendar days**

**Delivery time (after receipt of order): \_\_\_\_\_ calendar days**

Delivery cost (3 districts) if any: \_\_\_\_\_

Length of warranty on offered equipment: \_\_\_\_\_ years

Offer validity: \_\_\_\_\_

Payment Terms: \_\_\_\_\_ calendar days

Location of service center(s) for after-sales service, including warranty repair: \_\_\_\_\_

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#### **Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: Finance and Administration Director  
Bangladesh Nutrition Activity (BNA)  
Concord Bilkis Tower, Level-13  
40/6, Gulshan Avenue, (Madani Road), Gulshan-2

**Reference: RFQ No. Abt. 2020-007**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all motorcycles and after sale services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Abt Associates Inc. or BNA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Abt Associates Inc.'s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_



Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Company VAT #:

Company DUNS Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_

Company Trade License (Please attached a copy)

**Bank Accounts Details Information** (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number:	

**Signature with seal:**

**Name:**

**Designation:**

**Date:**